

PowerPoint 2007 Introduction

Duration: 1 Day

Course Overview:

PowerPoint is an application that is used to create and display presentations and slide shows to audiences. In this course, students are guided through the process of creating an effective presentation using PowerPoint 2007. Students will learn how to create and edit presentations, format text and print their presentations. Students will also learn to enhance and clarify their presentations by adding dramatic graphic effects, such as WordArt, AutoShapes and ClipArt. In addition, adding transition and animation effects will be taught in order to create more interesting and informative slide shows presentations.

Students Learn How To:

- Create a presentation
- Add and rearrange slides in a presentation
- Add, edit, and format text on slides
- Work with presentation themes
- Add and modify graphical objects on slides
- Add tables and charts to a presentation
- Add transitions and apply animation effects
- Create speaker notes
- Print slides, notes, and handouts

Who Should Attend: This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using PowerPoint 2007.

Prerequisites: Windows 2000 or XP Introduction or equivalent knowledge.

Course Outline:

Getting Started with PowerPoint

Explore the User Interface
Navigate and View a Presentation
Use Microsoft PowerPoint Help
Enter Text
Save a Presentation

Creating a Presentation

Create a Presentation
Edit Text
Add Slides to a Presentation
Arrange Slides
Work with Themes

Formatting Text on Slides

Apply Character Formats
Apply Paragraph Formats
Format Text Placeholders

Adding Graphical Objects to a Presentation

Insert Clip Art and Pictures
Draw Shapes
Insert WordArt

Modifying Objects

Work With Objects
Change Object Orientation
Format Objects
Group and Ungroup Objects
Arrange Objects

Adding Tables to a Presentation

Create a Table
Format Tables
Insert a Table from Microsoft Word

Inserting Charts in a Presentation

Create a Chart
Edit Chart Data
Modify a Chart
Paste a Chart from Microsoft Excel

Preparing to Deliver a Presentation

Review Content
Add Transitions
Apply an Animation Effect
Create Speaker Notes
Print a Presentation